

## EDUCATION & TRAINING TOOLKIT

### Additional Individual Training

Name: \_\_\_\_\_ Division/Position: \_\_\_\_\_

#### HOW TO USE THIS TOOL:

A log should be kept of individual local health department staff training in electronic format, hard copy or both. It is recommended that both the employer and the employee have a copy for records. Education and Training should be documented along with the Essential Public Health Service which acquiring that knowledge enhances. A description of the conference attended, in person or online courses taken, hands-on training provided, or other form of education or training should be documented. A supervisor, preceptor, or other designee who has the authority to sign off on the education and/or training once it is complete should initial and date affirming this training took place.

## INDIANA PUBLIC HEALTH WORKFORCE DEVELOPMENT

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Name: \_\_\_\_\_ Division/Position: \_\_\_\_\_

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